

**Branch Manager's Report
to the
Oglethorpe County Library Board of Trustees
January 16, 2002**

Circulation Statistics: October – December 2001

Month	Daily Count	Child Prog.	Adult Prog.	GPR	Ref.	Comp Users	Circulation Adult/Child Total	2001 Circ total
October	1615	9/97	10/58	15/215	383	509	5127/ 1357 6484	2346
November	1192	28/844	5/21	18/388	447	437	1653/1292 2945	2471
December	979	8/115	0/0	10/202	156	339	2628/717 3345	2079

Financial Report October - December 2002

Month	Dynix Fines & Fees	Lost Books	PINES Fines & fees	Copier	Gifts	GPR	Video	Fax
October	172.25	8.74	142.06 est.	203.15	170.00	5.00	5.00	70.90
November	281.30	16.99	290.00	201.04	35.00	15.00	9.00	66.50
December	37.35	13.95	177.60	112.20	0	10.00	0	43.00

OCTOBER 2001

PINKS
fine

date	finer	fees	lost mat	damage	copy	laminating	gpr	gift	fax	video jug	disk	drwr extra	total	waived
1	\$ 7.00	\$ 0.35			\$ 16.00		\$ 5.00	\$ 20.00				\$ 11.50	\$ 59.85	\$ 1.00
2					\$ 13.00								\$ 13.00	\$ 3.60
3					\$ 6.00							\$ 3.90	\$ 9.90	
4	\$ 12.00	\$ 0.35			\$ 14.00				\$ 8.00				\$ 34.35	
5	\$ 7.65				\$ 6.00				\$ 13.60			\$ 4.60	\$ 31.85	\$ 15.00
6	\$ 22.65				\$ 5.00								\$ 27.65	
7	\$ 8.45				\$ 1.00								\$ 9.45	
8	\$ 28.15				\$ 4.00							\$ 8.05	\$ 40.20	
9	\$ 2.00	\$ 1.00			\$ 3.00			\$ 60.00		\$ 5.00		\$ 2.00	\$ 73.00	\$ 1.80
10		\$ 1.00			\$ 4.00				\$ 17.00			\$ 10.60	\$ 32.60	\$ 6.30
11	\$ 0.10	\$ 0.70			\$ 2.80							\$ 1.30	\$ 4.90	
12	\$ 3.00				\$ 7.00							\$ 2.10	\$ 12.10	
13														\$ 8.90
14					\$ 4.00			\$ 50.00				\$ 7.75	\$ 61.75	
15	\$ 7.50				\$ 8.00							\$ 17.15	\$ 32.65	
16	\$ 1.85		\$ 8.74		\$ 8.00							\$ 18.96	\$ 37.55	\$ 25.00
17	\$ 7.30				\$ 5.00				\$ 11.00			\$ 0.10	\$ 23.40	\$ 14.45
18	\$ 1.60				\$ 13.00				\$ 1.00			\$ 9.50	\$ 25.10	
19	\$ 38.90	\$ 0.35			\$ 6.00				\$ 3.30			\$ 1.15	\$ 49.70	\$ 25.00
20					\$ 7.20			\$ 40.00					\$ 47.20	
21	\$ 2.10				\$ 4.00							\$ 7.85	\$ 13.95	
22	\$ 0.50				\$ 16.00							\$ 9.50	\$ 26.00	\$ 49.50
23	\$ 1.50				\$ 12.50								\$ 14.00	
24	\$ 2.65				\$ 5.25				\$ 10.00		\$ 1.00	\$ 2.20	\$ 21.10	
25	\$ 7.75				\$ 6.00				\$ 3.00			\$ 0.20	\$ 16.95	\$ 10.10
26		\$ 0.35			\$ 3.00				\$ 4.00			\$ 8.30	\$ 15.65	\$ 5.00
27					\$ 6.55							\$ 2.70	\$ 9.25	
28	\$ 1.70				\$ 1.30								\$ 3.00	
29	\$ 0.80											\$ 5.20	\$ 6.00	
30					\$ 9.55							\$ 1.20	\$ 10.75	
31	\$ 3.00				\$ 6.00							\$ 6.25	\$ 15.25	\$ 8.40
totals	\$ 168.15	\$ 4.10	\$ 8.74		\$ 203.15		\$ 5.00	\$ 170.00	\$ 70.90	\$ 5.00	\$ 1.00	\$ 142.06	\$ 778.10	\$ 174.05
date	finer	fees	lost mat	damage	copy	laminating	gpr	gift	fax	video jug	disk	drwr extra	total	waived



November 2001

date	finer	fees	lost mat	damage	copy	laminating	gpr	gift	fax	video jug	disk	drwr extra	total	waived
1	\$ 12.50				\$ 4.00				\$ 2.00			\$ 32.15	\$ 50.65	
2	\$ 7.40	\$ 1.05			\$ 2.00							\$ 16.30	\$ 26.75	
3	\$ 13.80				\$ 1.00		\$ 5.00					\$ 2.00	\$ 21.80	
4					\$ 2.50							\$ 3.60	\$ 6.10	\$ 12.60
5					\$ 14.50		\$ 5.00					\$ 10.95	\$ 30.45	\$ 4.20
6	\$ 4.00	\$ 0.35			\$ 4.50							\$ 23.15	\$ 32.00	
7	\$ 23.60				\$ 13.00							\$ 3.60	\$ 40.20	
8			\$ 16.99		\$ 20.50			\$ 35.00	\$ 36.10			\$ 3.30	\$ 111.89	
9	\$ 14.35				\$ 5.00							\$ 8.85	\$ 28.20	
10					\$ 3.50							\$ 7.20	\$ 10.70	
11					\$ 3.00					\$ 9.00		\$ 0.70	\$ 12.70	
12					\$ 7.90							\$ 4.00	\$ 11.90	\$ 21.70
13	\$ 142.90				\$ 5.00				\$ 13.00			\$ 18.60	\$ 179.50	
14					\$ 11.00							\$ 34.20	\$ 45.20	
15	\$ 18.80				\$ 19.50							\$ 27.75	\$ 66.05	\$ 11.25
16					\$ 9.15							\$ 11.70	\$ 20.85	
17					\$ 11.45								\$ 11.45	
18					\$ 12.00				\$ 4.00				\$ 16.00	
19					\$ 18.29							\$ 10.40	\$ 28.69	
20	\$ 38.90	\$ 1.00			\$ 7.00				\$ 5.40			\$ 1.00	\$ 53.30	
21					\$ 8.00				\$ 2.00				\$ 10.00	
22														
23					\$ 1.50							\$ 6.60	\$ 8.10	
24					\$ 1.00							\$ 7.00	\$ 8.00	
25					\$ 1.10				\$ 4.00			\$ 7.70	\$ 12.80	
26	\$ 0.40				\$ 4.00		\$ 5.00					\$ 8.30	\$ 17.70	
27	\$ 0.20											\$ 0.80	\$ 1.00	
28					\$ 5.00							\$ 5.30	\$ 10.30	
29	\$ 2.05				\$ 1.25							\$ 12.65	\$ 15.95	
30					\$ 4.40							\$ 22.20	\$ 26.60	
31														
totals	\$ 278.90	\$ 2.40	\$ 16.99		\$ 201.04		\$ 15.00	\$ 35.00	\$ 66.50	\$ 9.00		\$ 290.00	\$ 914.83	\$ 49.75
date	finer	fees	lost mat	damage	copy	laminating	gpr	gift	fax	video jug	disk	drwr extra	total	waived

Dec. 2001

date	finer	fees	lost mat	damage	copy	laminating	gpr	gift	fax	video jug	disk	Drw Extra	total	waived
1	\$ -	\$ -	\$ -	\$ -	\$ 2.80	\$ -	\$ -	\$ -	\$ 20.00	\$ -	\$ -	\$ 2.20	\$ 25.00	\$ -
2	\$ -	\$ -	\$ -	\$ -	\$ 3.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3.00	\$ 6.00	\$ -
3	\$ -	\$ -	\$ -	\$ -	\$ 2.00	\$ -	\$ 5.00	\$ -	\$ 6.00	\$ -	\$ -	\$ 15.50	\$ 28.50	\$ -
4	\$ 1.20	\$ -	\$ -	\$ -	\$ 5.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6.95	\$ 13.15	\$ -
5	\$ 7.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5.25	\$ 12.85	\$ -
6	\$ -	\$ -	\$ -	\$ -	\$ 3.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11.00	\$ 14.00	\$ -
7	\$ -	\$ -	\$ -	\$ -	\$ 7.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3.40	\$ 10.40	\$ -
8	\$ -	\$ -	\$ -	\$ -	\$ 1.00	\$ -	\$ 5.00	\$ -	\$ -	\$ -	\$ -	\$ 2.30	\$ 8.30	\$ -
9	\$ -	\$ -	\$ -	\$ -	\$ 6.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6.00	\$ -
10	\$ -	\$ -	\$ -	\$ -	\$ 7.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22.70	\$ 29.70	\$ -
11	\$ 2.80	\$ 0.35	\$ -	\$ -	\$ 6.20	\$ -	\$ -	\$ -	\$ 9.00	\$ -	\$ -	\$ 11.30	\$ 29.65	\$ -
12	\$ -	\$ -	\$ -	\$ -	\$ 10.00	\$ 5.50	\$ -	\$ -	\$ 1.00	\$ -	\$ -	\$ 8.60	\$ 25.10	\$ -
13	\$ 4.00	\$ -	\$ -	\$ -	\$ 3.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.00	\$ 27.50	\$ 35.90	\$ 10.00
14	\$ 3.00	\$ -	\$ -	\$ -	\$ 3.70	\$ -	\$ -	\$ -	\$ 1.00	\$ -	\$ -	\$ 0.30	\$ 8.00	\$ -
15	\$ 8.70	\$ -	\$ 13.95	\$ -	\$ 13.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5.00	\$ 40.65	\$ -
16	\$ -	\$ -	\$ -	\$ -	\$ 2.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4.00	\$ 6.00	\$ -
17	\$ 8.70	\$ -	\$ -	\$ -	\$ 5.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4.00	\$ 18.40	\$ -
18	\$ -	\$ -	\$ -	\$ -	\$ 4.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7.90	\$ 11.90	\$ -
19	\$ 1.00	\$ -	\$ -	\$ -	\$ 5.00	\$ 4.00	\$ -	\$ -	\$ 2.00	\$ -	\$ -	\$ 6.80	\$ 18.80	\$ -
20	\$ -	\$ -	\$ -	\$ -	\$ 8.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4.80	\$ 12.80	\$ -
21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5.00	\$ 5.00	\$ -
22	\$ -	\$ -	\$ -	\$ -	\$ 0.50	\$ -	\$ -	\$ -	\$ 1.00	\$ -	\$ -	\$ 1.00	\$ 2.50	\$ -
23	\$ -	\$ -	\$ -	\$ -	\$ 1.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6.50	\$ 7.50	\$ -
24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	\$ -	\$ -	\$ -	\$ -	\$ 4.00	\$ -	\$ -	\$ -	\$ 2.00	\$ -	\$ -	\$ 0.10	\$ 6.10	\$ -
28	\$ -	\$ -	\$ -	\$ -	\$ 2.85	\$ -	\$ -	\$ -	\$ 1.00	\$ -	\$ -	\$ 5.80	\$ 9.85	\$ -
29	\$ -	\$ -	\$ -	\$ -	\$ 1.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3.40	\$ 5.20	\$ -
30	\$ -	\$ -	\$ -	\$ -	\$ 2.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3.30	\$ 5.80	\$ -
31	\$ -	\$ -	\$ -	\$ -	\$ 1.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.75	\$ -
totals	\$ 37.00	\$ 0.35	\$ 13.95	\$ -	\$ 112.20	\$ 9.50	\$ 10.00	\$ -	\$ 43.00	\$ -	\$ 1.00	\$ 177.60	\$ 404.60	\$ 10.00
date	finer	fees	lost mat	damage	copy	laminating	gpr	gift	fax	video jug	disk	drw extra	total	waived

PINES

After three full months on the PINES circulation system, both staff and patrons appear to be adjusting. To date, a financial record cannot be produced by the PINES system. PINES fines and fees are currently being reported in the "*Cash Drawer Extra*" column on the daily financial report. In the three month synopsis, it appears as "*PINES fines & fees*" Katherine Gregory and others are diligently working to develop a method for producing a daily PINES financial report.

Our patrons and staff are taking full advantage of the holds service. We have not kept an exact account of how many system wide holds Oglethorpe patrons have placed; however, we get no fewer than 2 to 3 packages daily. The first 15 days of January have produced 5 requests for Lexington books to be sent to out-of-region libraries. Postage for PINES request totals \$152.39 (1/14/02) for a three month period. If this is an accurate sampling, we estimate that PINES Postage will run \$600.00 annually.

Patrons can now check their records for checkouts from home using their library card number plus a four digit PIN code. PIN codes can be obtained by request at the circulation desk. Eventually holds may be placed by card holders from their home computer. Currently, all holds must be placed at the circulation desk.

SURPLUS COMPUTERS

Various county departments picked up our surplus 386 and 486 computers. These computers were too slow for the internet but are suitable for word processing and data storage. Departments receiving computers: Board of Commissioners, Oglethorpe Unit of Georgia Forestry, Sheriff's Dept., EMS, 911, and Coroner's office.

HEATING & AIR CONDITIONING

I'm pleased to report that heating system is functioning after burning out a breaker. Hopefully this will be the last of our Heating/AC problems for a while.

PUPPETRY ARTS WORKSHOP

Nan Demsky has begun the last unit of the Puppetry Workshop, the fruits of this workshop will be presented to the community with two puppet performances scheduled for Friday, February 15 @ 6:30 and a matinee on Saturday, February 16 @ 1:00. We hope to have each one of you attend the puppet play based on Mrs. Lena Wise' Story of Oglethorpe County. This workshop was partially funded through the Grassroots Arts Council.

COMMUNITY & SCHOOL TASK FORCE

Since September of 2001 I've attended several meetings of the *Community & School Task Force*. This is a worthwhile project that I would like to see the library intimately involved with. In order to explain the task force's goals, I've cut and pasted the Task Force mission statement and a proposal to Dr. Willis and the Board of Education. Ed Glauser, who is heading up this group, asked me to explain that to date, nothing is written in stone and the program will under-go a good deal of fine-tuning. We simply wanted to make sure that the library board was supportive of this endeavor.

3 sessions
- 20
- 18
- 15

OUR VISION: Our vision for the Community Technology Learning Center of Oglethorpe County is to improve people's lives in our community and as a result get parents and families more involved in contributing to their children's success in school and at the same time improve their socio-economic level through families learning together in these centers.

THE PURPOSE: These centers would be open to anyone in the community who want to improve their **literacy and educational level, become more comfortable with the use of technology and gain more vocational and job acquisition skills** through the use of interactive multimedia computer software while their children are involved in our center's comprehensive After School Program. Families will be learning together during times that is convenient for them and developing an even closer relationship with the school system. THE COMMUNITY SURVEY THAT PARENTS FILLED OUT IN OVERWHELMING NUMBERS AT THE END OF NOVEMBER (thanks to your assistance) CLEARLY SUBSTANTIATED THE NEED AND INTEREST IN PARENTS WANTING TO BE INVOLVED IN THESE CENTERS FOR THESE PURPOSES.

THE PLAN: We will be getting technical assistance in developing these Centers from Dekalb County whose coordinator, Mindy DiSalvo, was invited to the White House this past summer by President Bush to spread this concept to other school systems and communities throughout the country. They have also received a substantial federal grant to assist other counties in developing these Community Technology Learning Centers. We are also very fortunate to have Joan Humphries and Jean Bowen assist us in grant writing and designing our centers to fit the needs of our county and school system.

OUR TIMELINE: We hope to visit the Dekalb County and Walton County sites to assist us in designing these centers to fit the needs of Oglethorpe County in February and apply to numerous grant sources this spring as well as establish a staff to run these centers so we can begin operation the beginning of the next school year.

YOUR INVOLVEMENT: We would like to invite anyone who is interested in being part of establishing these centers to come to our meetings the first Tuesday of each month at the media center from 6-7 pm. Moreover, we are interested in inviting representatives from each school to join us in site visits to DeKalb and Walton Counties this February.

THE BEGINNING YEAR: We have tentative plans to house the first Community Technology Learning Centers next year at the Middle School, the Oglethorpe County Library and the Concerned Men of Oglethorpe County Center in Crawford.

***December 2001...FOR DR. JIM WILLIS, SUPERINTENDENT, AND
THE OGLETHORPE COUNTY BOARD OF EDUCATION: INITIAL
PROPOSAL FOR ACCEPTANCE OF PROGRAMMING EMPHASIS
AND INITIAL FUNDING FOR COMMUNITY TECHNOLOGY
LEARNING CENTERS AND AFTER SCHOOL PROGRAMS FOR
OGLETHORPE COUNTY***

Summary of Need

Based on a high rate of returns (843 respondents) of parent/guardian surveys administered in November 2001 as well as numerous presentations to school and community groups in Oglethorpe County during the fall of 2001, there is ample support for establishing a full-fledged **After School Program** that provides a comprehensive array of activities for students including access to computer technology as well as cultural, recreational, social and educational activities. Moreover, parents/guardians of Oglethorpe County students are interested in a **Community Technology Learning Center** where they can learn computer skills that will help them develop competency in basic computer operations, software and basic literacy skills that--as a priority--can lead them to bolster their educational credentials and career advancement. The hours of operation need to be flexible given that parents need the time before and after their job schedule to participate in this program. Surprisingly, **transportation is NOT a significant issue** that would impede significant involvement by parents. There is significant support to house the programs in the schools as well as the public library in Oglethorpe County with other places such as the Concerned Men of Oglethorpe County (CMOC) Center, the Recreation Department, and area churches being viable places--with numerous respondents stating it did not matter where to offer these programs. Many parents have some high school education with a large percentage of respondents having a high school diploma where a program such as this would assist them in advancing to technical school or college and improving their earning potential and career satisfaction. Most of the respondents completing the survey were young female parents.

Therefore, the development of **Community Technology Learning Centers (CTLC)** for Oglethorpe County with a comprehensive **After School Program** would be viable for Oglethorpe County Schools to pursue for 2002-2003. A large proportion of the respondents live on the north end of Oglethorpe County where the middle school, Public Library and the CMOC Center is located nearby. Consequently, the recommendation would be to house CTLC'S and ASP's at the middle school, the Oglethorpe County Library, and the Concerned Men of Oglethorpe County Center for 2002-2003, with additional centers being considered for the following years. Our technical assistance will be able to be provided by Mindy DiSalvo, who is with the nationally acclaimed Family Technology Resource Center in Dekalb County. They have just received a sizeable grant from the federal government to assist other communities in establishing similar programs. Her recommendation is to start small with a simple focus and have participants volunteer 10-15 hours of community/school service for the approximate 8-week program in exchange for participation. Due to other task force committees looking at ASP programs, it is our recommendation that we focus our efforts at an ASP program for only children of parents/guardians participating in the program, which will most likely be from 1:00 pm- 5:00 pm, with other sessions being offered from 5:00 pm -9:00 pm, Monday through Thursday and on Saturdays from 9:00 am - 1:00 pm.

We also recommend focusing our efforts at solidifying our partnership with CMOC, the public library, Athens Tech and other community partners at this time in preparation for grant writing that emphasizes our pre-existing and blossoming partnerships with these groups. Our initial proposal would be to offer the program during the week (i.e., Monday-Thursday) at the public library from 1:00 pm-5:00 pm, that would not interfere with the Athens Tech GED program offered at night at the library as well as more of the public using the library at later times. In the evening hours (5:00 pm-9:00 pm), we would use the middle school site. On Saturday, we would recommend using the CMOC site as well as the public library and offer sessions from 9:00 am-1:00 pm. We recommend that we offer 15-20 spaces per site for each of the 8-

week sessions during 2002-2003—with participants signing letters of commitment to participate in the program for a minimum of 4 hours per week to a maximum matriculation of 8 hours per week. We may want to consider multi-tier commitment levels depending upon the educational and vocational objectives of the participants.

To fund the planning phase of the program before we secure additional funding from grant sources for operation beginning in the 2002-2003 school year, we ask that the Superintendent and the Board of Education consider providing an adequate number of release days to planning committee members that are school personnel, provide assistance for traveling and meeting with Dekalb and Walton County sites that are currently in full operation, as well as meeting with additional partners for our Oglethorpe County program such as Athens Tech in Athens, The University of Georgia and the Technical Career Academy currently housed at Athens Tech in Athens. Moreover, assistance would be asked for to provide additional hour(s) for remuneration to our grant writer(s), and a 10-hour per week extended day supplement for an interim coordinator/director as well as someone like Beth Bacon (if she is interested), who can assist us with writing up grant proposals for securing Title I funding for this program where meals would be provided to participants and their children as well.

As a result of operating **Community Technology Learning Centers & ASP's** in Oglethorpe County, the educational and economic success of students and their families will be significantly bolstered in our community and the degree of parent involvement in the schools will be increased at all school levels—with especially targeting the middle school level which is normally when parent involvement decreases in all school systems. This is a program that has been personally endorsed and nurtured by President George W. Bush and the federal government (U.S. Department of Education and other federal departments) and it is very likely that this program will be supported by these various grant sources. Lastly, the survey results show that in overwhelming numbers the parents and guardians of our students are very happy with our school system and would therefore be amenable to becoming involved in these programs that will play a significant role in bolstering their socioeconomic level and enhance the academic success of their children.

We believe the Community and School Partnership Task Force should partner over the months of December 2001 and January 2002 with Dr. Willis, our Superintendent, and the Oglethorpe County Board of Education members to come up with a viable planning budget with technical assistance provided by Dekalb County for the January 2002-July 2002 planning period. We are confident that we will continue to garner more and more support for these programs in our community with previous presentations to school and community groups during the fall of 2001 being very well received!

Attached are parent survey results compiled from all of the schools in Oglethorpe County as well as the Child Development Center to substantiate our programming emphasis. Additional questions need to be addressed in the coming months that delineate where staffing for the programs will come from as well as different arrangements for parents for paying directly or in-kind monies to be involved in these programs.

The process that has brought this initial proposal to fruition has been dynamic and exponential in terms of bringing a diversity of people together from the school system and our community since the 2001 Millenium Retreat in the late Winter/early Spring of 2001 where it was clear that our task force wanted to forge even closer working relationships with parents and other community partners in order to nurture a more close knit environment for students to be successful in school. We strongly believe that an investment in the educational and vocational enrichment of the parents of our students will reap significant benefits for our students to become more successful in school with greater parent involvement at all levels of their education in Oglethorpe County Schools. This program will continue to emulate what has been held out as a national program of excellence with the Dekalb County School model receiving the personal attention and support from President George W. Bush and other Federal, State, Corporate, Non-Profit and Private grant sources.

**Minutes of the
Oglethorpe County Library Board of Trustees
April 16, 2002
4:00 pm**

Call to Order: Catherine Drewry

Present: Chair Catherine Drewry, Greg Jones, Betsy Cook, Howard Shapiro, Barbara Davenport, Barbara Cabaniss, Sonja Thompson, Mary Ann Crawford, Nancy Meyer, Roger NeeSmith, ARLS Director Kathryn Ames, ARLS liaison Mary Jean Hartel, and Branch Manager Jan Burroughs

Excused Absence: Wingate Downs

Approval of Minutes of Prior Meeting: Minutes of January 15, 2002 read and approved after Greg requested FOL notes be included. The scarecrow contest was a rousing success--fun for all and a good fundraiser. Also, the FOL furnished blinds for the front door.

Public Input: none

Friends of the Library: Report given by Greg Jones. The Executive Meeting was held on April 15. The general meeting will be held on April 18. An in-house silent auction was held during March. Approximately 30 items were included. Total proceeds were \$295 with zero expenses. The Friends will also have a team for the ACS Relay for Life on May 3 and 4. The FOL book sale will be conducted May 17 and 18.

Old Business

Status of \$3000 allotted for book purchases: The remaining balance of \$945 has been spent and we are awaiting shipment of the books ordered. (Kathryn noted that all monies that come into the Gift Account belong to this Library. Current balance is \$5,263.09. Do we want to make plans to spend any of it?)

Budget 2002 Amendment: Equipment purchases (\$3492), as summarized in the January 15 minutes, have been made. Greg mentioned that the balance of \$11,414.25 (shown on the green sheet) in revenues due for the County Commissioners does not match the Commissioners Budget. Kathryn explained the fiscal years are different. Also, a question arose regarding the amount expended. Kathryn will check this out.

Computer Filters: The new policy, adopted on January 15, that removed the filter from the one computer that is easily visible from the front desk was discussed. Jan stated that although children sometimes use the computer, she has not noticed any problems. She also stated that, with the current staffing, it was impossible to completely monitor the computer. Jean stated that we need to make a good faith effort to ensure compliance.

New Georgia Flag: Someone removed (stole?) the new flag within a week after it was installed.

Wingate has another one, but ways to secure it will be made before it is put up. Wingate will be asked to call Mickey Channel to see if he'll come and make a presentation of the flag.

New Business

Branch Manager's Report: Presented by Jan Burroughs. Included Jan - Mar circulation statistics, financial report, various "happenings" at the Library, and upcoming events. Events such as, Puppetry Arts classes, 55-Alive Driver Safety classes, and Dr. Seuss' Birthday Reading Marathon, were held at the Library. Reference questions have picked up as has computer users. Overall, March was a slow month but was up from last March. D&M Enterprises was selected to provide bonded cleaning services at a cost of \$60 per week. This is \$10 per week more than budgeted. The budget will be increased by \$120 per year. See attached white sheet for additional, detailed information.

Director's Report: Presented by Kathryn Ames. Invited interested Board members to attend the American Library Association Meeting, June 15-18, 2002 in Atlanta. She will mail each member two free passes (usual fee is \$20). Also discussed security concerns at our library after mentioning that an armed burglary occurred at the Bogart Branch Library. We need to make sure our staff is safe. Currently, the library is staffed with at least two employees with the exception of 15 hours per week and then it is staffed by Jan. Two possible scenarios were discussed that would alleviate this situation. First, request additional dollars to fund the additional hours. Second, ask for volunteers--which is probably more feasible at this time. The consensus was that additional measures need not be taken at this time--just a heightened awareness. However, we may need to address security issues in more detail at a later date. For additional information on these and other issues, including CIPA (computer filtering), see attached off-white sheet.

PINES Postage Reimbursements: The consensus of the Board was to support the current Regional policy of loaning books (open borrowing) between libraries. See attached yellow sheet for reimbursement amounts.

Financial Report: 7/01/01 - 3/31/01. The regional and green sheet figures differ. Catherine will get clarification. See attached green sheet.

Oglethorpe Circulation: Fiscal Year (Jul - Jun) 95 through 3rd qtr (Oct - Mar) 2002. All libraries showing growth in circulation. See attached blue sheet.

Billing of Funding Agencies: The Library currently receives funding support from the cities of Lexington, Maxeys, Crawford, and Arnoldsville. It seems that when Maxeys received its bill, some city council members were a "little hurt". It was decided that a thank-you note should be included in future bills and that the bills show for books, not services. Catherine mentioned that she thought the board should also send a thank-you letter to the governmental agencies thanking them for their prior support and seeking their continued support. Mary Ann volunteered to write the letter. Catherine also suggested that we could possibly have an "appreciation gathering" for all funding agencies--maybe sponsored by the FOL. Greg stated that he didn't think the FOL would have a problem with hosting such an event.

Other Business: none

Next meeting will be at 4:00 p.m., July 16, 2002.

Adjournment: After Howard made a motion and seconded by Sonja, we adjourned at approximately 5:45 p.m.

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**Minutes of the
Oglethorpe County Library Board of Trustees
January 15, 2002
4:00 pm**

Call to Order: Catherine Drewry

Present: Chair Catherine Drewry, Greg Jones, Betsy Cook, Howard Shapiro, Barbara Davenport, Barbara Cabaniss, Sonja Thompson, Mary Ann Crawford, Wingate Downs, Roger NeeSmith, ARLS Director Kathryn Ames, ARLS liaison Mary Jean Hartel, and Branch Manager Jan Burroughs

Excused Absence: Nancy Meyer

Approval of Minutes of Prior Meeting: Minutes read and approved after mention of Crawford Methodist and book drying.

Public Input: none

Old Business

Public Meeting Policy: Kathryn Ames and Mary Jean Hartel reported that it was up to the specific group using the facilities to maintain an orderly meeting. It was mentioned that an emergency phone or intercom might be needed for the meeting room.

Status of \$3000 allotted for book purchase: We still have \$1000 to spend. Gift books are flowing more smoothly.

Budget 2002 Amendment: Due to \$4000 being reallocated from the original budget, the Board discussed several items that these funds could be used for. After much discussion, Wingate Downs summarized our needs as follows:

\$30.00	Wireless intercom
\$1300.00	Two flat screen monitors
\$500.00	Supplies
\$1500.00	Computer
<u>\$162.00</u>	Copier maintenance
\$3492.00	Total

Since the cost of the items are only estimates, a motion was made by Howard Shapiro that our expenditures include the above items not to exceed \$3800. Sonja Thompson seconded the motion. Motion passed with no opposition.

Computer Filters: All filters are currently filtered and were paid for by ARLS. Kathryn Ames stated that it was a requirement that the computers used by children are filtered but the local

Board voted to include all computers. The local Board can vote to remove filters from "adult" computers. After discussing the issues, including age requirements, Jan Burroughs recommended that filters be retained on all computers with the exception of the one that is easily visible from the front desk. Wingate Downs made a motion that the filter be removed on the one computer recommended by Jan and that it be designated for those 17 years old and older. Also, the motion included a requirement that the Board revisit this issue at a later date to see if it's working. Sonja Thompson seconded. Motion passed with no opposition.

Updated List of Board Members: An updated list was provided each member.

New Business

Branch Manager's Report: Presented by Jan Burroughs. Included Oct - Dec statistics, upcoming events, and other library activities. For example, circulation numbers look really good; staff and patrons are finally getting used to PINES; and obsolete and surplus computers were given to the county. See attached.

Director's Report: Presented by Kathryn Ames. Invited interested Board members to attend the 2002 Georgia Library Legislative Day on February 14 in Atlanta. Various legislative issues will be discussed such as an additional \$2M in repair grants, new library construction, and an increase in M&O grants (no increase since 1989). A flag has been requested from the state. Wingate volunteered to contact our representative, Mickey Channel, to see if he couldn't get one quickly.

Financial Report: (gold sheet) 10/1/01 - 12/31/01. See attached.

Oglethorpe Circulation: (pink sheet) Fiscal Year (Jul - Jun) 95 through 2nd qtr (Oct - Dec) 2002. See attached.

Regional Appointments: Sonja Thompson made a motion that our current appointees, Catherine Drewry, Wingate Downs, Howard Shapiro, remain as our regional representatives. Barbara Cabaniss/Greg Jones seconded. Motion passed with no opposition.

Friends of the Library: No FOL report.

Other Business: none

Next meeting will be the 3rd Tuesday, April 16, 2002.

Adjournment: Howard Shapiro moved that we adjourn. This was seconded and we adjourned at approximately 5:30 pm.

**Minutes of the
Oglethorpe County Library Board of Trustees
July 16, 2002
4:00 pm**

Call to Order: Catherine Drewry

Present: Chair Catherine Drewry, Greg Jones, Betsy Cook, Howard Shapiro, Barbara Davenport, Barbara Cabaniss, Mary Ann Crawford, Nancy Meyer, Roger NeeSmith, Wingate Downs, ARLS liaison Mary Jean Hartel, and Branch Manager Jan Burroughs

Absent: Sonja Thompson

Approval of Minutes of Prior Meeting: Minutes of April 16, 2002 read and approved after Catherine stated the following 2003 Budget notes should be included since it was discussed at that meeting. The Board gave the Financial Committee the authority to put together a 2003 Budget and get approval by polling each Board member by phone. This action was taken since the Library Budget had to be presented to the Commissioners prior to the July 16 meeting. See pink sheet "Oglethorpe County Budget Proposal FY 2003".

Public Input: none

Friends of the Library: Report given by Greg and Jan. The FOL conducted a book sale on May 17/18 in which \$453.85 was raised. Membership is growing--three new members were recently added. In May, the FOL sponsored a team for the May 3/4 ACS Relay for Life--raising over \$900. The FOL Board meeting will be July 18. An ice cream social will be held on August 4 at 4:00 pm for all governmental funding agencies. This is to show appreciation for their continued support.

Old Business

Status of \$5263 in the Gift Account: Jan noted that she has spent \$2883.88 from this account. The balance remaining as of June 30 was \$4553.26. See green sheet.

Budget 2002 Amendment: Judy Paul of the Commissioners Office said we were getting \$45,657 from the County. (This is also the amount shown on the green sheet 2002 Budget.) Charles Mathews sent a letter to Catherine that shows the amount to be \$12,000 greater. Catherine is concerned that none of the amounts are in agreement. She suggested, and the Board concurred, that Wingate sit down with Judy to determine which figures are accurate.

Financial Report: The reason the regional figures did not agree with the green sheet data was because the regional figures were taken from January instead of March. Also, meeting room revenue was being put in fines and fees instead of meeting room category.

Billing of Funding Agencies: A thank-you letter dated May 3 was sent by Mary Ann to governmental funding agencies thanking them for the prior support and asking for their continued support. Jan and the FOL will send out invitation letters for an appreciation ice cream social to be held August 4 at 4:00 pm. See FOL above.

New Georgia Flag: Wingate still has another Georgia flag (someone removed (stole?) the other new flag within a week after it was installed). After much discussion, it was decided that this flag would be displayed indoors. In the meantime, Wingate will call Mickey Channel to see if he'll furnish another one and come and make a presentation of the flag. Wingate suggested that the lanyard be secured high on the flagpole--out of reach--to discourage "theft". Also, the American flag is becoming tattered. Greg will see if he can get one that has been flown over the Capital.

New Business

Branch Manager's Report: Presented by Jan Burroughs. Included Apr - Jun circulation statistics, financial report, various "happenings" at the Library, and upcoming events. April and May circulation was better than same period last year; however, June was down somewhat. Events such as, Vacation Reading Program, Grandmother Goose, Magician, Ventriloquist, plus other library activities were discussed.

Enrollment in Nan Demsky's Tuesday Art Program is down slightly. Some people have signed up for the program but fail to show. One reason could be that they do not have to make a financial commitment. Catherine suggested maybe we should consider charging a small fee and establish a scholarship fund for those that could not pay. No action required at this time--just something to think about.

Libby McCallister turned in her letter of resignation, effective August 4. A part-time position will be advertised for in the Echo. If anyone knows of a good candidate, please have him or her fill out an application.

See attached white sheet for additional, detailed information.

Director's Report: Presented by Mary Jean Hartel. Kathryn Ames was attending a meeting in Atlanta. It's possible that an increase may be made in the Construction and Renovation budget line item. The Board needs to be thinking how additional funds could be spent.

A three-judge panel struck down the challenge to the CIPA law. This law basically states that filtering would be required on all computers, including staff terminals. It now will be reviewed by the Supreme Court. As the law currently stands, we must filter every computer to be eligible for federal funds. All computers at the OC Library are currently filtered except the one computer that is easily visible from the front desk. To use the non-filtered computer, a person must be 18. Anyone below 18 can use it but must first get permission. The age is 16 in Athens.)

The Georgia Counsel of Media Organization (COMO) will be held in Athens on Oct 9, 10, & 11. Kathryn will pay registration fees. Greg, Jan, and Wingate volunteered to go. Others may later. Monies for budget line item "Material" will be going down for 2003. It is currently based on \$.53 per capita. For 2003 it will be \$.51. We currently are receiving \$6,745. Next year it will be \$6,270. We may want to consider using some of the monies from the Gift Budget to offset this decrease.

Jan & Howard attended the American Library Association Meeting/Exhibit in June that was held in Atlanta.

June.

Oglethorpe Circulation and Bookmobile Report: Fiscal Year (Jul - Jun) 95 through 4th qtr (Apr-Jun) 2002. See attached yellow sheet.

Oglethorpe County Board Report: This includes FY 2000-2002 circulation and bookmobile reports, number of loans to other PINES Libraries, children's circulation, children's program attendance, adults at children's programs, daily attendance, computer use, and number of reference questions. See attached pink sheet.

Other Business: The 2003 Budget was presented by Catherine. The 2002 Budget Expenditures were used as a starting point. Known line items that needed to be increased or decreased was changed accordingly. The 2002 Budget was \$72,644, compared to \$73,223 for 2003. This is an increase of \$579. This budget should leave us in excellent shape at the end of the year--possibly a \$2500 excess. Staff salaries were increased by \$2,136. This increase will be covered by transferring funds from the Reserve Account and not from the County Commissioners. (Since OC Library Staff are not county employees, the raises they get are not determined by the County.)

Betsy asked if the amount received in the Gift Account this year (\$1471.92) was about average for previous years. The response was that it was higher than usual.

Barbara C. stated that the Maxey's Woman's Club wanted to know if they could promote a new book, "*Guide to William Bartram's Travels*" by Brad Sanders with a book signing. (He is the son of Ruth Sanders.) Jan will schedule a book signing and get a picture for the Echo. If the Echo can't schedule a picture time, then Wingate volunteered to take the picture.

Next meeting will be at 4:00 p.m., October 15, 2002.

Adjournment: Wingate made a motion to adjourn. Seconded by Howard. We adjourned at approximately 5:35 pm.

Minutes of the
Oglethorpe County Library Board of Trustees
October 15, 2002
4:00 pm

*approved
1-21-03*

Call to Order: Catherine Drewry

Present: Chair Catherine Drewry, Greg Jones, Betsy Cook, Howard Shapiro, Barbara Davenport, Barbara Cabaniss, Mary Ann Crawford, Nancy Meyer, Roger NeeSmith, Wingate Downs, ARLS liaison Judy Atwood. (Judy was introduced by Catherine.)

Absent: none

Approval of Minutes of Prior Meeting: Minutes of July 16, 2002 read and approved after Catherine stated that the *Budget 2002 Amendment* item should read as follows: "Charles Mathews, Chairman of the County Commissioners sent a letter stating that we were getting \$45,657 from the County. This is also the amount shown on the green sheet 2002 Budget. Judy Paul of the Commissioners Office said that we were getting \$12,000 more than that figure." Howard made a motion that the Minutes be accepted with the change. Sonja seconded. Motion carried.

Public Input: none

Friends of the Library: Report given by Greg. He stated that the Scarecrow contest would be held again this year. Since this is a fundraising event, a \$10.00 entrance fee will be charged. Certificates and ribbons will be given. The FOL furnished refreshments during the book-signing event. The ice cream social scheduled for August 4 for all governmental funding agencies was cancelled.

Old Business

New Georgia Flag: A new U.S. flag has been ordered. As soon as it is received, both the U.S. and Georgia flag will be proudly flown from the flagpole.

Landscaping Issues: It was decided that we needed to have a workday. Greg will invite the FOL to participate. After discussing several scenarios, Sonja suggested that the "workday" be held every Tuesday during November from 4:00 to 5:00 p.m. Each to bring his/her own gardening tools. Betsy made a motion to this effect and Sonja seconded. Motion carried.

Tuesday Art Program: A non-issue.

Part-Time Position: Farley Grainger has been hired full-time by Oliver Rubber. He has agreed to help out at the Library as long as possible. In the meantime, Jan will advertise in the Echo and hope to fill the position as quickly as possible.

2004 Construction and Renovation Budget: Repair grants may get priority funding in January. Judy stated that Kathryn Ames wanted each Library Branch to compile a list of projects that had a minimum cost of \$3,000. A 50-50 match is required. Catherine appointed a Repair/Building Committee to compile a list. They are: Nancy Meyer, Roger NeeSmith, and Barbara Davenport. (Subsequent to the meeting Judy provided the following clarifying information. The projects cannot be clustered or grouped to total \$3,000. The priority listing for the grant applications is as follows: 1) life/safety, 2) major equipment replacement (such as HVAC), 3) ADA, and 4) cosmetic.)

Catherine also explained that we could apply for a new construction grant. The state to local match is 9 to 1 for the first \$500,000. Anything over \$500,000 would be a 66 to 34 match. Wingate made a comment that we needed a technology wing. No one disagreed, but the consensus was that now was not a good time to pursue new construction based on the current economic environment.

Budget 2002 Amendment: Wingate gave a report on his meeting with Judy Paul at the Commissioner's Office. She said that the Commissioners approved what we had asked for (\$55,257) and that was the level we were being funded. Mamie says that they are currently funding the Library at \$56,537, which is \$1,280 more than Judy said. To further confuse matters, the \$55,257 figure includes \$9,000 for utilities. It appears that the Commissioners are funding the Library at the level that includes utilities and, at the same time, paying for our utilities. Wingate will discuss this with Judy and report back at the next meeting with clarification.

Other budget/financial items included: See green sheet for more details.

Pines Postage - received \$262.50 for the 1st quarter, although we had only budgeted \$125.00 for the year. Postage rates and expenditures are up, but increase in Pines receipts will offset the increase.

Cleaning Service - up for the quarter but expenditures include a \$500.00 carpet cleaning charge.

Laminate Machine - not working and will probably have to purchase one at a cost of about \$1500.00. Howard made a motion to purchase one using the equipment budget line item with the difference coming out of the Fund Equity (Reserve). Barbara C. seconded. Motion carried.

FOL account - still shows \$61.24 available. This amount needs to be spent by FOL so that the account can be closed out.

New Business

Branch Manager's Report: Presented by Jan Burroughs. Included Jul - Sep circulation statistics, financial report, various "happenings" at the Library, and upcoming events.

The adult circulation figure for September is erroneous. Instead of 6,142, the figure will be closer to the August figure of 2,212. She reported on several programs including, Vacation reading Program, Wednesday Morning Story Time, Knitting and Crocheting Classes, Hunter Safety Course, and two book signings. Also, various community involvement items were presented, including: Community Day, 4-H Challenge Bowl, Career Opportunity Center, and First Responder classes.

To celebrate National Children's Book Week November 18-24, Jan will attempt to provide every Primary School student their own library card. Details of this are still being worked on but she hopes to eliminate any problems as they arise. This brought on the subject of overdue fines,

especially those with "exorbitant" amounts due. Jan stated that someone could easily owe as much as \$500 simply by checking out the maximum number of books and then coming in the next day or two and check out more books and never returning them. She stated that patrons like these have already been barred from getting a PINES card. Much discussion ensued as to what course of action could be taken regarding collection of these large fines. Small Claims Court was one possible answer.

Kudos to Jan for being asked, as a representative of the library, to serve on the Primary School's Reading Excellence Grant Governance Board.

Jan also reported on staffing. In addition to Gayle, who is beginning her 4th year at the library, she had three new employees: Jennifer Rabun, Michael Luchtan, and Farley Grainger. (As stated under old business, Farley will be leaving for Oliver Rubber.)

See attached white sheet for additional, detailed information.

Director's Report: Presented by ~~Mary~~^{Judy} Atwood. Another budget reduction in materials budget. Initially, it went from 53 to 51 cents. It has now been reduced to 47 cents. This translates to \$492, or 32 fewer books this year. There could possibly be another 3 to 5 % reduction in January.

The Gate Foundation is going to upgrade the software on our Gates computers. Also, under a federal grant, we will receive two new Dell computers. Additional replacements of Y2K computers have been requested in the new state budget.

Several attended a GLA (Grassroots Library Advocacy) Seminar. Techniques and strategies on how to influence key decision-makers in our communities were presented.

Jan was heavily involved on the Planning Committee for the Family Literacy Grant proposal that has been submitted. This grant would extend Athens' very successful Family Place program to Madison, Oconee, Oglethorpe, and Franklin Counties. This program includes a series of parent-child workshops that focus on child development. The grant would provide a permanent collection of parenting materials for each library.

Jan and Gayle will receive retroactive pay to reflect their raise that was effective July 1, 2002.

Oglethorpe Circulation and Bookmobile Report: Fiscal Year (Jul - Jun) 95 through 1st qtr (Jul - Sep) 2003. See attached yellow sheet.

Nominating Committee: Catherine appointed Wingate, Greg, and Sonja to serve on this committee. They are to nominate new officers for the coming year. The Board will vote on the nominees in January and the new slate of officers will take office April 2003.

Other Business: none

Next meeting will be at 4:00 p.m., January 21, 2003.

Adjournment: The Board adjourned at 5:40 pm.